COLUMBUS INDIANA

COLUMBUS FARMER'S MARKET

HANDBOOK

Department of
PARKS & REC
Columbus, IN

Table of Contents

Mission and Objectives 4

Operation of Market 4
- Market Season 4
- Organization 4
- Market Location 4
- Inclement Weather Policy 4
- Pet Policy 5
- Political, Religious Displays 6

Registration and Market Fees 6
- Full-Time Vendor 6
- Part-Time Vendor 6
- Call-List Vendor 6
- Other Fees 7

Market Layout 7
- Booth Size 7
- Vehicle Parking in Vendor Space 7
- Loading & Unloading Vehicles 8
- Reloading Vehicle at End of Market 8

Market Programs 9
- WIC Farm Market Nutrition Program 9
- Supplemental Nutrition Assistance Program 9
- Foodlink 9
- Power of Produce 9

Goods Permitted to Be Sold 10
- Food (Not for Immediate Consumption) 10
- Plants, Produce, Cut Flowers 10
- Micro-Greens/Sprouts 10
- Mushrooms 10
- Processed Foods 11
- Home-Based Vendor Products 11
- Wine 12
- Shell Eggs 12
- Meat 12
- Food Concessions (Food for Immediate Consumption) 13
- Food Trucks
- Pet Food 13
- Arts & Crafts 13

Food Safety & Sampling 13
- Food Safety 13

Sampling 14
Practice Good Personal Hygiene 14
Wash Hands Properly 15

Vendor Responsibilities 15

Personal Practice 15
Licensing/Permits 15
Booth Responsibility 15
Canopy Weights 16
Trash 16
Fair and Honorable Marketing Practices 16
Voluntary Sales Disclosure 17

Rules & Legal Rights 17

Rule Enforcement 17
Vendor Disputes/Complaints 17
Insurance 18
Liability Release 19
Failure to Comply 20

Appendix 21

A Vendor Concern Form 22
B Product Challenge Form 23
C Merchandising 101 24
D Checklist for a Sane & Safe First Day 25
E Handwashing System 26
F S.N.A.P. Application Form and W9 form link 27
G Electrical Requirements 29
H Vendor Resources 30
I Bartholomew County Health Department 31
I Temp Foodservice Establishment Application 32
I Farmer's Market Health Department Questionnaire 33
I Health Department Rules 35
J NFPA Food Struck Safety Fact Sheet 36
K City Hall Lot Map 38
L Market Area Map 39

Mission

The mission of the Columbus Farmer's Market is to provide an annual seasonal event designed to bring our farm and city communities together by providing a venue that is more than just a market intended for commerce but a market that is fun, family-friendly, entertaining, healthy, and adds considerably to the quality of life of the citizens of Columbus and the surrounding area.

Objective

The purpose of the Columbus Farmer's Market is as follows: 1) to provide consumers a venue for them to purchase locally grown and produced foods, plants, art, and handcrafted items, 2) to provide local farmers/growers/artisans an opportunity to sell directly to the local public, 3) to accomplish this in a healthy and family-friendly manner.

Operation of Market

Market Season

Saturdays, May 4 – September 14, 9am – 12:30pm

Organization

Columbus Farmer's Market is organized under the direction of the Columbus Parks and Recreation Department. The Market Coordinator may be contacted through the Columbus Farmer's Market website at www.columbusfarmersmarket.org, by email columbusfamersmarket@gmail.com, or by phone at (812) 371-1866. Regular mail may be sent to:

Columbus Farmer's Market
P.O. Box 858
Columbus, IN 47202-0858

Market Location

- The Market is located at 123 Washington Street (behind City Hall at the corner of 1st and Washington Street.)
- Ample customer parking is available behind the Indiana University Architecture Building (old Republic building) and behind the Bartholomew County Courthouse. Accessible parking is located in the lot directly behind City Hall along 1st Street.
- Bike parking is available along 1st and Washington.
- A city bus stop is located at 2nd and Lafayette Street.

Inclement Weather Policy

It is the general policy of the Columbus Farmer's Market to remain open during inclement weather unless the Market Coordinator determines the situation poses a safety threat to vendors or customers. The Market Coordinator, in conjunction with Columbus Parks and Recreation Department, will decide if the market is to be cancelled because of weather.

High Winds- All vendors are required to weight down their canopies with adequate weight to keep canopies on the ground. The Market Coordinator may require canopies to be taken down that are at risk of taking flight due to high winds or inadequate weights.

Lightning Policy-The Market will not continue to operate when there is evidence of lightning in the area. The Market Coordinator will rely on various forms of confirmation regarding lightning including visual confirmation and/or by reliance on mobile weather apps. Vendors with electrical equipment should unplug all equipment at the first sign of lightning and step away from the appliances. Customers and vendors should try to get to a safe place by entering the nearby City Hall building or in personal vehicles.

Procedure in the event of expected inclement weather - Vendors may be stationed next to their cars and we will be operating with a limited market layout (bands, seating and the community tent will not be set up). Vendors with canopies are expected to come the adequate weights for the conditions to secure tents properly. In the event of high winds, canopies may be required to be taken down, especially if they are unequipped with the proper weights. At any point during the market if visible lightening is seen or audible thunder is observed, the market will be shut down temporarily. We must shelter in vehicles until no lightening or thunder is detected for a 30-minute period. If during this hold time, lightening or thunder are observed, the 30-minute wait will reset. If the 30-minute hold is completed with no detected lightening or thunder, we will resume the market. If we are stuck in the hold period for an extended amount of time, at the midway point of the market (10:45am) if it is deemed that the remainder of the market is unable to be held due to weather or lack of vendors, the call will be made for the full cancellation of the market for that day. If vendors do not wish to wait that long, they are able to leave the market.
In the event of a market cancellation, all vendors will be asked to leave the market premises. In the event of a market close and cancellation all market activity will stop. If you have an alternate location and/or date where you wish to sell or if you will be delivering products to customers, please provide those alternate plans with us and we will be happy to share that information on the market page.

Market Cancellation Makeup – There is a built in Makeup date for the 2024 season if a market is cancelled during the season. In the event of a full market cancellation, there will be an additional market held at the end of the season on September 21.

Pet Policy

The Columbus Farmer's Market is a pet friendly market and welcomes well-behaved pets and their owners. However, no pets are allowed within vendor booths except for service dogs. The following conditions apply to all animals and owners:

- Pets are to be kept on a short leash.
- Pets are to be kept under control and by the owner's side at all times.
- Pets must be friendly with other pets and people.
- Owners must be considerate of those who do not wish to be in contact with pets or other animals.
- Owners must clean up after pets and provide their own waste bags. Owners may not place pet waste in Market trash receptacles. Pet waste must be removed from the market footprint and disposed of off-site.

Pets are a welcome guests of the market, but their presence must be considered safe and not a nuisance for other visitors at the market. Vendors who observe pets and pet owners not complying with the above rules should notify the Market Coordinator immediately.

Columbus Farmer's Market reserves the right to request that owners remove pets from the Market at any time.

Political and Religious Displays

Political and religious displays, advertisements and/or solicitations of any other kind are not allowed along the perimeter of the market boundaries, at vendor booths or within the market spaces.

Registration and Market Fees

All vendors must complete the entire online application available on the web site at www.columbusfarmersmarket.org. Incomplete applications will not be considered for approval.

Early applications will receive priority when assigning spaces. You may amend your application at any time before or during the market by filling out a new application online. There is a maximum of two vendors per space, however, both vendors must fill out an application and agree to terms of the rules and regulations. All fees must be paid in advance in accordance with the fee structure listed below. Once an application is accepted, no refunds will be given.

Full-Time Vendor

All full-time vendor applications must be received no later than APRIL 1.

A full-time vendor is a vendor who will attend 12 Saturdays or more during the months of May, June, July, August, and September. Full-time vendor single booth fees are $200.00 per season. Full-time vendor double booth fees are $300.00per season. Full-time double booth food concession vendor fees are $350.00 per season. Fees must be paid upon receipt of your approval letter but no later than May 1. Full-time vendors who miss more than 4 weeks, June through September will be automatically moved to part-time status, their original full-time payment **will not** be reimbursed and they will be required to pay the part-time fees for the remainder of the market season should they choose to attend future markets. This is a punitive measure, vendors that express circumstances for absences ahead of time and work with the Market Coordinator in advance, will not be subject to this. Vendors missing any of the first four weeks of the market will not have those absences counted toward their attendance.

Part-Time Vendor

All part-time vendor applications must be received no later than APRIL 1 for approval. Part-time application received after April 1st are not guaranteed a market spot and may be put on the call-list for possible availability during the season.

A part-time vendor is a vendor who will attend 11 Saturdays or fewer during the months of May, June, July, August, and September. The part-time vendor single booth fee is $20.00 per week. Part-time double booth fees are $40.00 per week. Fees must be paid upon receipt of your approval letter but no later than May 1. If you receive approval after May 1, fees are due upon receipt of your approval letter. No refunds will be given.

Call-List Vendor

We attempt to accommodate all vendors who sell approved merchandise however, due to the popularity of the Market in recent years, we have established a call-list for part-time vendors. If you submit an application, meet all the necessary requirements of the Market, and there are no available spaces, you will be placed on a call-list. Throughout the market season, full-time and part-time approved vendors occasionally are absent from the market. When this occurs, the Market Coordinator notifies call-list vendors to fill these vacancies. All part-time fees apply to call-list vendors.

Other Fees

Any time a vendor is unable to attend their scheduled market date(s) they must notify the Market Coordinator as soon as possible, but no later than 9:00am on the Friday before the market. Notification must be made via email to columbusfarmersmarket@gmail.com or by phone at (812) 371-1866.

Vendors who are absent from a scheduled day at the market and did not notify the Market Coordinator will be charged a $20.00 no-show fee due before the next time the vendor participates at the market. All fees must be paid when due or the vendor will not be allowed to continue selling at the market.

Vendors who leave any trash or cause additional clean-up at the end of the Market day will be charged a minimum $20.00 clean-up fee.

When electricity is available there is a fee of $75.00 per season for the use of electricity (see Appendix H-Electricity) for electrical requirements.

All fees may be paid with checks, cash or money orders. Visa and MasterCard are accepted through the Columbus Parks and Recreation Department (call 812-376-2680 M-F 8am-5p to make payment over the phone). Any insufficient fund checks will incur a $20.00 processing fee. Any accounts outstanding for 30 days or more will be assessed a 15% per month financing charge. Vendors are responsible for any collection costs incurred by the Columbus Farmer's Market in attempting to collect delinquent fees, including, but not limited to court costs and attorney fees.

Market Layout

A market layout is included in Appendix A within this handbook. This layout contains booth numbers and locations suitable for vendor and customer parking.

Booth Size

A vendor spot is 1.5 parking spaces, which is approximately 12' wide by 18' deep. All booth spaces are numbered for your convenience (see Appendix A, Market Layout). Vendors may contract for more than one spot as space permits and all spaces are assigned by the Market Coordinator and assigned based on:

- Vendor written requests
- Date of submitted application
- Full or part-time status
- Type of product sold
- Electrical needs
- Compliance with market rules and regulations

Vehicle Parking at Vendor Space

There are a limited number of vendor spaces that allow vehicle parking. Should you have an approved vehicle space, goods may be sold directly from vans, trucks, trailers or cars. Preference will be given to Farmers for parking within the Market who must sell from their vehicle; this will be determined in discussion with Market Management. If the market participant receives an assigned parking space within the Market, the vehicle must fit within the assigned 12'w x 18'd foot parking space. All other vehicles must be removed from the market premises by 8:15 a.m.

Oversized vehicles (large trucks or vehicles hauling trailers) must be parked at location requested by market staff. If you are hauling a trailer, park in one of the center parking locations so you are using spaces which are back-to-back. When you park, show common courtesy and don't take up more spaces than are absolutely necessary.

Vehicles within the Market sales area may not be run during the market unless prior approval has been granted by the Market Coordinator.

Loading and Unloading Vehicles

Vendors not selling from their vehicles should remove their vehicle as soon as they unload. Proper procedure is to arrive at the market no later than 8:00am, drive to your assigned booth, pull up close to your booth space in order that other vehicles can pass safely, unload your equipment and product, remove your vehicle to approved vendor parking area, then return to your booth to set up your booth. **Do not set up your booth while your vehicle is at your booth location.**

A member of the market staff is on duty at 1st and Washington until 8:00am. Market aisles will be blocked at 8:00am, preventing vehicles from entering the market parking lot. All vendors must park in designated vendor parking areas. Loading, unloading, and set up is the sole responsibility of the vendor.

Reloading Vehicle at end of Market

All vehicles, booth material, product, and trash must be removed from Market area no later than 1:15pm. Our agreement for use of the parking lot designates that we will vacate the premises no later than 1:30pm on each Market Day.

At the end of the Market day, please tear down your booth before retrieving your vehicle. No vehicles will be allowed in the Market area prior to 12:30pm. Please watch for people (especially children) remaining in the Market area after 12:30pm. When loading your vehicle DO NOT park in the middle of the driving lane; always pull as close to the front of your booth as possible when loading or unloading your vehicle.

Market Programs

Farm Market Nutrition Program

The Farmer's Market Nutrition Program is a USDA funded program managed by the Indiana State Department of Health. The FMNP is an assistance program for Women, Infants and Children (WIC) program participants and low-income seniors. This program has recently gone fully electronic. FMNP participants are provided means to purchase fresh fruits and vegetables from participating vendors. Vendors interested in participating should contact the FMNP provider listed in vendor resources section (Appendix H-Resources).

Supplemental Nutrition Assistance Program

This program started, in 2016, allowing eligible EBT consumers to receive 2 for 1 market tokens as long as the grants provided and community partners continue involvement

A separate application is required (Appendix G) if you are interested in participating in the S.N.A.P. program. You must complete and submit an application to Healthy Communities for approval prior to participating in the S.N.A.P. program. DO NOT register directly with the State Department of Agriculture or you will not be eligible to participate in the 2 for 1 market token program.

Community partner staff will manage the S.N.A.P. program for the Market, including purchasing and maintaining EBT scanning equipment, providing market tokens, and selling and redeeming market tokens.

The following items are eligible to be purchased with S.N.A.P. Market Bucks:

- Fruits & Vegetables
- Seeds & Plants that grow food
- Baked Goods that are wrapped, labeled, and intended for home consumption
- Fish & Seafood Products
- Meat & Poultry Products
- Dairy Products including eggs
- Jams & Sauces
- Syrup & Honey Products
- Breads & Cereals

Foodlink

FoodLink℠ is the resource for anyone who has ever stood in front of produce and wondered, “What is that?” or “What do I do with that?” Scan the FoodLink℠ QR codes on fresh fruits and vegetables to learn more about them, including how to select, prepare, and care for them.

Power of Produce

Power of Produce (POP) is a family and children educational program designed to teach children about fresh local produce. Children receive vouchers that can be spent at participating produce vendors. Vendors can turn in vouchers to the Market Coordinator or the Parks and Recreation booth and will receive a POP check for the value of vouchers they turned in at the end of the month. This program is limited to produce products only.

Goods Permitted to be Sold

When approving new vendors, the Market Coordinator takes into consideration the number of current vendors already selling a similar product.

All products must originate and be processed or manufactured in Indiana and must be pre-approved before being at the market. Wholesale or resale items, memberships or subscriptions are not permitted to be sold.

Food (Not for Immediate Consumption)

The following goods may be sold at the Columbus Farmer's Market subject to applicable Federal, State, and Local laws, regulations and guidelines.
At least 50% of the produce products sold at the market must be grown, raised, caught, gathered or produced by the vendor. As part of the approval process, the vendor must provide information pertaining to farm/ranch or production location and any other required information as contained in the Application Form.

Plants, Produce and Cut Flowers

All plants and produce must be grown in the state of Indiana. Vendors are expected to grow at least 50% of what they sell. Goods grown by another Indiana farmer may be sold by the vendor if they are acquired directly from that farmer. Vendors must provide location information for any products grown by other farmers. Each plant must be cultivated by the vendor from seed or plug for a minimum of six weeks.

Plants or produce for sale cannot be purchased from a wholesale supplier. All sources of plants and produce must be listed on your application. If any vendor is found to be purchasing produce or plants for resale they may be asked to leave the market for the remainder of the season and no refunds will be paid to the vendor.

Micro-Greens/Sprouts

Vendors selling micro-greens or sprouts must possess a Temporary Food Vendor license from the Bartholomew County Health Department and have it available in your booth at all times.

Mushrooms

Vendors selling wild mushrooms must have a Mushroom Certification License from the State of Indiana or have your product certified by a licensed mushroom expert. Vendors must also indicate location information showing general location where mushrooms have been foraged.

Processed Foods

Processed Food items must be created or prepared in a facility in accordance with Indiana law and sold in prepackaged form and must be the original product of the vendor. All vendors selling processed foods must have their Board of Health licenses available at their stands at all times. Some examples of processed foods include:

- Jellies, Jams, and Preserves
- Dried vegetables and fruit
- Cider or other Pressed Juices
- Ice Cream
- Vinegars and Oils
- Baked Goods
- Honey & Syrups
- Eggs
- Popcorn
- Flour and ground grains
- Meats
- Cheeses

The sale of these food items requires proper labeling and must consist of the following:

- Name of product
- Location of preparation
- Description of contents
- Net weight or units
- Price

Any questions regarding minimally processed food or high acid items should be directed to the Bartholomew County Health Department.

Home Based Vendor Products

Indiana's House Enrolled Act 1149 was passed in 2022 and defines the requirements for homebased vendors (HBVs) in the preparation and sale of food products. If you have further questions, please contact your local health department. The full law may be found in IC 16-42-5.3.

Certification Required to Sell as a Home Based Vendor
All home based vendors are required to obtain a food handler certificate from a certificate issuer that is accredited by the ANSI. Upon request, the home-based vendor must provide a copy of the certificate to the state department or end consumer.

Products That Can Be Sold by an HBV

- Baked items such as cookies, cupcakes, cake pops, bread, and muffins
- Candy and confections such as chocolates, nougats, caramels, chocolate covered nuts
- Whole and uncut produce
- Tree nuts and legumes
- Honey, molasses, sorghum, and maple syrup
- Mushrooms grown as a product of agriculture (it is highly encouraged that those selling wild mushrooms be licensed by a mushroom identification expert)
- Traditional jams, jellies, and preserves made from high-acid fruits and using full sugar recipes (this is the only canned food allowed)

Products That Can NOT Be Sold by an HBV

- Pickles made by acidification or fermentation if the product is sold in an oxygen sealed container

- "Low acid" and "acidified foods" like pickled green beans, pickled beets, and salsa
- Shell eggs, not from a domestic chicken like duck, quail, and turkey
- Meat products

Labeling Requirements for HBVs
THE FOLLOWING MUST BE INCLUDED:

- Producer's name and mailing address
- The common name of the food product
- Ingredients of the food product, in descending order by predominance by weight
- Net weight or volume
- The date the food was processed
- The statement, "This product is home produced and processed, and the production area has not been inspected by the state department of health. NOT FOR RESALE."
- If you are selling online, the food product label must be available on your webpage/market website

For more detailed information about home based vendors, see the Purdue Extension Entrepreneur Series- https://www.extension.purdue.edu/extmedia/FS/FS-18-W.pdf.

It is the expectation and responsibility of the vendor to make sure they are in compliance with the latest homebased vendor regulations within the state of Indiana. For information and an FAQ regarding the passing of Indiana's House Enrolled Act 1149 (passed in 2022 regarding HBV) please visit:
https://columbusfarmersmarket.org/wp-content/uploads/ISDA-Home-Based-Vendors-FAQ.pdf

Wine

Wineries selling wine that is made by the vendor in their winery may be sold and sampled. They must be made, packaged, and sold in accordance with all state and federal laws. Vendors interested in selling wine are subject to additional requirements and restrictions through Indiana state law. Vendor must have proper permits on display in their booth.

Shell Eggs

Vendors must obtain a current egg license issued by the State Egg Board, a Temporary Food Handler License from the county health department if selling quail or duck eggs, and sell in accordance with the following regulations:

1. Eggs must be clean and sound shelled (cracked eggs removed).
2. Dealer must be licensed by State Egg Board and present license upon request.
3. Eggs must be held under refrigeration at an ambient temperature of no greater than 45 degrees Fahrenheit.
4. Used egg cartons may be used ONLY if relabeled with name and address of supplier of eggs.
5. Pack date and expiration date must appear on each carton. Expiration date is 30 days from date of pack.

Meat

Vendors must obtain a Temporary Food Handler License from the county health department. Meat must be kept frozen at all times. Meats must be processed from an establishment inspected by the Indiana Board of Animal Health or the United States Department of Agriculture. Appropriate labeling must be clearly stated on each meat product sold.

Food Concessions (for Immediate Consumption)

- A limited number of spots are available for food concessions.
- Vendors must make all food items themselves.
- No wholesale, resale or prepackaged foods are permitted.
- Vendors are encouraged to use Indiana grown ingredients in their foods.
- A menu must be included with your application.
- A minimum double booth space is required for all Food Concessionaires that cook.
- Health Department and/or Fire permits must be obtained and all rules followed.
- Have a working ABC fire extinguisher on site and readily accessible.
- Trash cans must be provided if you use disposable service ware.
- Ground covering must be provided to protect space from spills, residue, or damage.

    - **Food Trucks**

      Food trucks are permissible at the market under the category of food concessions (for immediate consumption). Vendors operating food trucks are asked during the application process to provide information regarding the exhaust, noise level and other details of the trucks generator as well as generally describing the size and design of the food service and operation area (ex. If the "food truck" is a trailer pulled by a truck or a truck and food service vehicle all in one).

      The Columbus Farmer's Market policy requires food truck vendors to adhere to the checklist provided by the National Fire Prevention Association's food truck best practices and Food Truck Safety Fact Sheet (appendix J)

Pet Food

If you are selling pet food, an Indiana Commercial Feed License must be obtained and displayed. All applicable rules must be followed.

Arts and Crafts

Arts and Craft items will be juried by the Columbus Farmer's Market Staff. All work must be designed and executed by the vendor. No commercially manufactured items or objects produced from kits are eligible. Items should be original and of the highest quality.

Staff reserves the right to jury any unacceptable items on site. Vendors should submit photos representative of the types of items they intend to sell. Photos should show the range and quality of the product. The Market Staff may request further information about the creative process of various items.

Food Safety and Sampling

Food Safety

The Columbus Farmer's Market maintains a good relationship with the Bartholomew County Health Department. You will frequently see local health inspectors walking the Market prior to the Market opening to ensure vendors are following proper procedures and following good practices when handling food products.

- Fresh fruits and vegetables may be displayed in open air, but they must be stored at least 6 inches off the ground. Pumpkins and large squash are the only exceptions to this rule.

- Frozen food must remain frozen during Market hours. Products must not be allowed to thaw at any time. A sample of the product can be displayed in the Market stall for customer inspection but cannot be sold if it has risen above the required minimum temperature. Potentially hazardous perishable foods stored, displayed and offered for sale must be packaged and refrigerated at or below 41 degrees Fahrenheit. Vendors are required to have a calibrated thermometer on-site to gauge the properly maintained product temperature.

- All ready-to-eat food items must be protected from possible contamination. If items are not prewrapped, they must be displayed behind a physical barrier to protect the food from contamination by a potential customer and from flying insects (i.e., a sneeze guard). Vendors must wear protective gloves or use disposable paper when handling unwrapped bakery items. No visitor to the Market or potential customer may be allowed to touch unwrapped products prior to point of sale. Disposable gloves that handle money should not come in direct contact with ready-to eat-foods. Gloves must be discarded when they become damaged or soiled or when employees are switching tasks.

- All storage containers must be clean and stored off the ground, with the exception of ice chests, which can be placed directly on the ground (but then should not be placed on tables that will hold food — for concerns of cross-contamination).

Sampling

One of the most effective ways of introducing consumers to fresh, good-tasting products is through sampling.

Sampling can impact brand loyalty, which is important for farmer's market vendors who are competing against commercial retailers for market share. Food sampling has the ability to change a product's image, generate word of mouth [marketing], or introduce a new product. However, sampling is costly, making it necessary to be as effective as possible when using sampling.

The most important overall observation is that farmer's market patrons perceive sampling as a way to decide if they like the taste of something and to decide if they will buy the product.

The implications of this suggest that the most important thing vendors must do is make samples available more frequently. Samples should be easy to access and experience. Clear signage indicating what is being sampled and how it is prepared will also be useful. One way to help people learn how your products are prepared is to use signage. It is important to make sure that your samples are presented nicely, easy to access, and the person offering samples is friendly. Sanitation is also vital.

Practice Good Personal Hygiene When Sampling

- Hands must be washed properly and frequently when preparing and distributing food samples. Avoid bare hand contact with food samples.
- Food employees should have clean outer garments and wear effective hair restraints (ex. hair net or ball cap).
- All food must be stored at least six inches off the ground.
- Keep garbage and trash containers covered, and empty them often. It is recommended that each vendor supplying samples provide a small garbage can for use by customers to discard the sampling containers or utensils.
- Ensure that food transportation is in clean and sanitary vehicles.

Wash Hands Properly

Hands must be washed after smoking, eating, drinking, using the restroom, handling money, or anytime possible contamination occurs.

Using single service gloves does not substitute for hand washing. Also, when single service gloves are used, change the gloves often to prevent soiled gloves from cross-contaminating samples. Remember to wash your hands each time you change gloves, and never reuse gloves. Vendors are required to have booths equipped with a handwashing station (see Appendix E) or hand sanitizer.

To properly wash hands: Wet hands with potable warm water. Apply soap and work into a lather by briskly rubbing hands together. Rub hands together for 20 seconds; clean under the nails and between fingers. Rinse under free-flowing water. Dry your hands with a disposable paper towel. Sanitizer is not a substitute for soap and water.

Vendors interested in using sampling at the Market must comply with all applicable rules and regulations of the Bartholomew County Health Department. Vendors providing product samples or preparing food on-site must use a hand-washing station and comply with applicable food safety guidelines. See Appendix F for setting up a portable handwashing system.

Vendor Responsibilities

Personal Practice

Vendors are not allowed to smoke in the market area nor are they allowed to drink alcoholic beverages on premise during market days with the exception of wine tasting by approved vendors. Vendors are not permitted to bring pets or to have pets in their vendor space, unless they are a service animal. Vendors are welcome to bring their children or other family members to the market, however, children must be accompanied by an adult. Vendors are responsible for the actions of their employees and workers.

Licensing/Permits

It is the responsibility of each vendor to apply for and maintain all licenses, permits, and certifications required to sell their specific products. Copies of all necessary regulatory licenses will be verified by the Columbus Farmer's Market staff prior to granting permission to sell at the Market. Please have all documents available for inspection on your first day at the Market. Any documentation required to be displayed at your booth must be posted at your booth before you are allowed to sell at the market.

Documentation required to sell products at the Market:

- Indiana State Egg License
- State Sales Tax Permit
- Mushroom Certification
- Food Handler Certification
- Temporary Food Health Permit *from Bartholomew County Health Department*
- Commercial Feed License *from the Indiana State Chemist (Pet Food)*
- Certified Scales by the Department of Weights and Measures
- *All scales used for weighing customer goods must be certified by the State Department of Weights and Measures. Scales must be licensed annually.*

Booth Responsibility

The property your booth is sitting on may not be altered in any way, including, but not limited to driving stakes in the asphalt surface, using paint, or other permanent markings on the asphalt. If your booth activity involves any type

of processing, manufacturing, or cooking which could result in the staining or damaging of the parking lot surface, you are required to cover the area with a non-porous covering to prevent any permanent staining or marking. Any costs incurred in restoring the Market surface to its original condition will be borne by the vendor(s) causing the damage. Vendors are solely responsible for providing their own equipment including but not limited to, tables, chairs, bags, scales, trash cans and weather/sun protection devices, and/or other display equipment. Canopies should be in good repair and free from logos unless they directly pertain to the vendor's business.

Canopy and Canopy Weights

Canopies should be in good repair and free from logos unless they directly pertain to the vendor's business. All must be in line not to cause tripping hazards. Canopy weights are required and must be placed on each canopy leg and be of sufficient weight to prevent canopies from becoming airborne under windy weather conditions. It is recommended weights be a minimum of 15 lbs. each (depending on the size of the canopy) and must be secured at each corner of the canopy. Umbrella canopies may be secured at the center pole.

A variety of commercially-produced leg weights may be purchased or you may choose to make your own. Several weights that work and are easily made, include:

1. A gallon plastic bucket or paint can, filled with concrete with a threaded bolt or eye-bolt imbedded in the concrete. Make sure you size your threaded bolt so it will fit in the holes found on your canopy legs. To use place canopy leg on top of bolt and secure with a wing nut.
2. Lengths of 3” or 4” PVC pipe sealed on one end can be filled with concrete with an eye bolt embedded in the concrete on the open end. Attach a strong cord or rope to the eye bolt and secure to the canopy frame at each corner.

Trash

Vendors are responsible for removing their own trash. Trash cans provided by the Market area for the use of our customers and are not intended for use by vendors.

If your activity involves distributing disposable wrappings or food containers you MUST have a sufficient number of trash containers available for use by your customers. These containers should be maintained at all times so that the trash does not overflow the receptacle. All trash bags and other waste must be removed at the end of the market day.

Any empty boxes, trash, or other waste remaining after the close of the market will be removed under the supervision of the Market Manager and any costs incurred in the removal of these items will be charged back to the vendor responsible for the trash. There is a minimum charge of $20 for the removal of any trash or other clean up conducted by Market staff.

Fair and Honorable Marketing Practices

Vendors shall be honest and conduct themselves in a courteous and professional manner. Rude, abusive, offensive or other disruptive conduct will not be permitted. All items for sale must be clearly marked with the retail price. Prices may be placed on the product with an individual sign or sticker or may be posted as a list of prices on a large sign or board easily legible to the public.

Vendors may not use loud music, flashing lights, or other disruptive practices to call attention to their booth. No shouting or disrespectful behavior is allowed or tolerated. Vendors are not permitted to stand more than two feet outside one’s allocated space to attract customers.

Vendors are solely responsible for all claims, injuries, or damages resulting from the sale of unsound or unsafe goods. Vendors are responsible for and shall comply with all applicable laws, regulations, and ordinances pertaining to their products and shall have obtained all necessary licenses, permits, and inspections prior to selling any products at the Market. All permits and licenses must be displayed as required. Vendors are responsible for collecting all applicable sales tax in accordance with State of Indiana and local laws.

Voluntary Sales Disclosures

Sales disclosure is not mandatory for vendors. The data collected from sales disclosures will not be utilized to determine future individual vendor market participation; sales disclosures may be anonymous if you like. Though it is helpful, accurate statistics collected will help our market keep tabs on estimated sales and get a better sense of the market's financial health throughout the seasons and from year to year. We would appreciate your help in helping us gather this important sales information. The more vendors participating, the more accurate our sales estimates will be. We are not interested in individual results, just in the combined results of our vendors by category (produce, fruits & vegetables, processed food, flowers, arts/crafts, and food concessions).

Voluntary sales disclosures from individual vendors will be kept confidential and will not be shared with anyone outside of the Columbus Farmer's Market Staff and Columbus Parks and Recreation Department. However, we will total individual sales and create a total market sales figure which will be used for the purpose of publicity, funding, grant writing, reporting and strategic planning by the Columbus Farmer's Market Staff.

Rules and Legal Rights

All rules are subject to change and most changes will occur during the off season or at the start of the market season. Any rules that are changed during the market season will take effect the following market season unless such change, because of legal, contractual, or safety reasons, must take place immediately. When rules are changed, vendors will be notified of rule changes by email or in writing.

Rule Enforcement

Rules exist to protect the integrity of the Market, our individual vendors, our sponsors, and the City of Columbus. We have established rules which we feel will result in a well-organized, well-run, and successful Market; a Market of integrity and of transparency. It is primarily the responsibility of the Market Coordinator to enforce the rules of the Market with the help of the vendors and the CFM Staff. The Market Coordinator and the CFM Staff, with input from individual vendors, write, enact, review, interpret, and modify the rules of the Market.

Vendor Disputes/Complaints

Columbus Farmer's Market (CFM) Vendors who have concerns about market operations, policies or other vendor's compliance should submit a *Vendor Concern Form* directly to the Market Coordinator or to a member of the Columbus Farmer's Market Staff. A copy of the Vendor Concern Form is included as Appendix B to this handbook.

Vendors can submit a *Product Challenge Form* if they believe another vendor is misrepresenting their product. This form must be submitted within one week of the market during which the alleged violation occurred. There is a $25 filing fee (which can be shared by a group of vendors) for filing a *Product Challenge Form*. This is refundable if the claim is verified. A copy of the Product Challenge Form is included as Appendix C in this handbook.

Resolution to disputes between a vendor and the Market Coordinator will first be attempted between the two parties. If no resolution can be reached, then the dispute will be resolved through consultation with the Columbus Parks and Recreation Board.

Insurance

The Columbus Farmer's Market maintains a Liability Insurance policy covering injuries that may occur at the Market however this policy covers the Market in general and is intended to work in conjunction with individual policies provided by the vendors.

There are two types of insurance purchased by farmer's market vendors— overall liability (slip and fall) and product liability. Insurance is frequently a large expense and vendors are encouraged to fully understand the policy you are purchasing and shop around for the best coverage and rates. The kind of policy you should purchase and how much coverage you need should be discussed with an insurance professional.

Below is a basic description of the two types of insurance.

Liability Insurance covers the farmer's market for accidents that may occur at the market during business hours, such as customer falls and injuries. These are also known as "slip and fall" policies. Because vendors themselves could get injured while at the market, the Columbus Farmer's Market includes a "hold harmless" clause as part of the market rules in which the vendors agree not to hold the market liable for injuries and damage they might incur. This type of policy does not cover illness that may result from spoiled products.

Product Liability policies cover the individual vendors for liability from the products they have sold. Producers who sell value-added products and do sampling events may want to purchase this type of insurance. Policy cost is usually based on gross sales. Most companies have a minimum policy that reflects higher gross sales than most farmers market vendors enjoy.

Your farm or homeowner's policy may or may not cover you—check with your insurance professional. To help protect themselves from liability claims, value-added product producers should carefully follow the correct procedures and keep meticulous records on the steps and safety practices used in every batch of product they make.

All vendors will be required to provide a general liability certificate or a personal liability certificate along with the booth rent payment, if the vendor is approved for participation at the Columbus Farmer's Market. The liability coverage shall be 1mm for single occurrence and 2mm for aggregate coverage with the City of Columbus, its employees and officials listed as an additional insured and shall include a waiver of subrogation and non-contributory clauses. The issuing insurance company shall have an A.M. Best rating of B++ or better. If a vendor is selling alcohol the coverage should be 2mm for single occurrence and 5mm aggregate coverage for both general liability and liquor liability, with the same clauses and rating requirements.

Liability Release

All potential vendors must read and agree to the following liability release before approval of their Application is granted. This liability release is also included as part of the Application Form (available on the CFM web site). By submitting your on-line application, you automatically agree to abide by the conditions of the Liability Release.

Vendor agrees to protect, indemnify, defend, save and hold harmless Columbus Farmer's Market, the Department of Parks and Recreation of the City of Columbus, Indiana and their elected officials, directors, employees, representatives and volunteers from any responsibility, injury, property damage, loss, personal liability, or claims of loss, damages or expenses that may occur or relating to the participation/attending the event/programs held by the Department of Parks and Recreation of the City of Columbus, Indiana or nature arising out of or from any act, accident or occurrence in or at the Vendor's space(s) and/or booth(s) and/or elsewhere on facility property and/or grounds, or from the sale of goods and/or services by Vendor and/or Vendor's agents, servants, employees and/or representatives, or from any act or omission of Vendor, Vendor's agents, servants, employees and/or representatives and/or invitees. The Department of Parks and Recreation of the City of Columbus, Indiana is not responsible for any injury sustained by exhibitors, patrons, animals or guests.

All personal property, inventory, equipment and/or other items belonging to Vendor and/or Vendor's agents, servants, employees and/or representatives, shall be there at Vendor's sole risk, and neither Columbus Farmer's Market, the Department of Parks and Recreation of the City of Columbus, Indiana and their elected officials, directors, employees, representatives and volunteers, shall be liable for any loss, theft and/or damage of any kind sustained by Vendor and/ or Vendor's agents, servants, employees and/or representatives, provided such loss, theft, and/or damage is not the direct and proximate result of intentional or grossly negligent acts or omissions of Columbus Farmer's Market, the Department of Parks and Recreation of the City of Columbus, Indiana and their elected officials, directors, employees, representatives and volunteers.

Vendor acknowledges the guidance and protocols issued by the Centers for Disease Control and Prevention (CDC), the Indiana Governor's Office, the Indiana State Department of Health (ISDH), for slowing the transmission of COVID-19, and I fully understand both the known and potential dangers of utilizing the facilities, services, and programs held by the Department of Parks and Recreation of the City of Columbus, Indiana. As a participating vendor, I hereby release, waive, discharge and covenant not to sue the Department of Parks and Recreation of the City of Columbus, Indiana, its directors, officers, employees, volunteers and agents from all liability to the undersigned or its agents for any loss or damage, and any claim or demands on account of any injury to, or an illness or the death of, the undersigned or such participating vendor (or any person who may contract COVID-19, directly or indirectly, from the undersigned) while the undersigned or such participating vendor are in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the Department of Parks and Recreation of the City of Columbus, Indiana.

Vendor agrees to abide by and at all times be subject to terms and conditions herein, including those terms respecting the submission and/or refunding of deposits together with all rules and regulations set forth by Columbus Farmer's Market, the receipt of which Vendor expressly acknowledges, and which are expressly incorporated herein by reference. Failure to abide by any term or condition herein and/or any rule or regulation, or any misrepresentation by Vendor of the merchandise described and/or displayed, may subject Vendor to the immediate termination, removal of exhibit (at Vendor's sole expense) and/or cancellation of any and all present and/or future market reservations, together with the loss of any and/all market fee(s) and/or deposit(s) paid to Columbus Farmer's Market. Execution of the within agreement and/or remittance of deposit(s)/ fee(s) does not guarantee Vendor a reservation(s) in any market.

Exhibitors shall be selected by Columbus Farmer's Market and/or its representative(s) in its discretion and/or upon the approval of the space. In addition to the foregoing, Columbus Farmer's Market expressly reserves the right to cancel Vendor from any confirmed market should it be determined in the sole discretion of Columbus Farmer's Market which discretion shall not be unreasonably exercised, that the Vendor has engaged in any activity which reflects poorly upon Columbus Farmer's Market and/or the City of Columbus. If for some reason beyond the control of Columbus Farmer's Market, it becomes impossible to hold any scheduled market in which entry fees and/or deposits have been remitted by Vendor, all sums will be refunded without liability to Vendor. Vendor alone is responsible for compliance with all local, state and/or federal laws respecting his/her/its exhibition, weather conditions or other acts of God, causes the closing of any market, no refunds and/or rain dates shall be due the Vendors. Vendor alone is responsible for all taxes and/or permits in connection with participation and/or sales.

This agreement is entered into and shall be governed by the laws of the State of Indiana and Vendor EXPRESSLY Agrees that any and all claims, actions, and/or proceedings with respect to this agreement shall be brought in the Courts of Bartholomew County, Indiana to which Vendor submits to exclusive jurisdiction.

Vendor Name (Please Print) _____

Signature _____ Date _____

Failure to Comply

Failure to comply with any rules, regulations, or policies contained in this Columbus Farmer's Market Handbook will result in the Columbus Farmer's Market issuing a warning to the vendor to comply with the rules, regulations, and policies or, in the case of serious non-compliance, immediately dismissing the Vendor from further participation in the Market. In the event a Vendor is dismissed from the Market no previously paid fees will be refunded to the Vendor. Any unpaid fees owed by the Vendor shall be due and payable immediately.

If a vendor does not abide by a rule of the market, the Market Coordinator has the discretion to impose a penalty, which may include a written warning, monetary fine and/or suspension or dismissal from the market.

In the case of a customer behaving in a manner that is disruptive, inappropriate, uncomfortable or unsafe toward another customer or vendor, or disrupting the peace in any other way. the Market Coordinator should be immediately notified. The Market Coordinator, with the support of the Columbus Farmer's Market Staff, has the right to handle the situation in any way deemed appropriate.

The Market Coordinator may at any time ask a vendor to remove any non-approved or non-compliant item(s) deemed inappropriate or unsafe for customer consumption.

After receiving warning, repeat violators may be temporarily or permanently banned as vendors at the Columbus Farmer's Market. If a violation is a serious health and/or safety concern and/or a behavioral issue, any vendors may be asked to leave without prior warning, at the discretion of the Market Coordinator or by a member of the CFM Staff.

Appendix

Appendix A……...Vendor Concern Form

Appendix B……Product Challenge Form

Appendix C……Merchandising 101

Appendix D…….Checklist for Sane and Safe First Day

Appendix E…….Handwashing System

Appendix F…….S.N.A.P. Application form

Appendix G…….Electrical Requirements

Appendix H……Vendor Resources

Appendix I…….Bartholomew County Health Department

Appendix J…….NFPA Food Truck Fact Sheet

Appendix K……..City Hall Lot Map

Appendix L…….Market Area Map

PO Box 858
Columbus, IN
47202-0858

Appendix A

Vendor Concern Form

Columbus Farmer's Market vendors who have concerns about market operations, vendor policies, or other vendors' compliance with market rules should submit this concern form directly to the Market Coordinator within one week of the market during which the alleged violation occurred.

CFM will not reveal the inquiring vendor's name to anyone.

Date_____

Vendor Business Name _____

Your Name_____

Contact Information_____
(Phone number, email or mailing address)

Your Concern. Please use the vendor handbook to reference the policy with which you have a concern. If this is a complaint regarding a vendor, specify vendor's name. _____

_____

_____

Market date and approximate time at which the violation occurred (if any).

_____

Please state the specifics of the violation of the rule. Provide any evidence that supports your concern. If there were known witnesses, please indicate if you can reach them, if necessary.

_____

_____

_____

Signed _____ Date _____

For Market Use Only:
Date Rec'd_____
By _____

Notes:

PO Box 858
Columbus, IN
47202-0858

Appendix B

Product Challenge Form

Vendors can submit this challenge form when they believe another vendor is misrepresenting their product. Forms are to be submitted directly to the Market Coordinator within one week of the market during which the alleged violation occurred. There is a $25 filing fee (which can be shared by a group of vendors), refundable if claim is verified.

CFM will not reveal the inquiring vendor's name to anyone

Name of the vendor about whose product you are inquiring:

_____

Specific product(s) about which you are inquiring:

_____

Market date and approximate time at which the product is being sold:

_____

Please state the specifics of the violation. Provide any evidence that supports your challenge.

_____

_____

_____

_____

Your name, business name, addresses and phone number.

_____

_____

Signed _____Date _____

For Market Use Only:
Date Rec'd: _____
By: _____
Fee Rec'd:_____

Notes:

Appendix C

Merchandising 101: Sell Smart and Increase Profits

Remember that most market customers choose to shop at the farmer's market because it provides a direct (and delicious) connection to the food they eat and the people who produce it. By and large, shoppers are interested in a personal connection with vendor businesses and market staff. Grow your market experience by cultivating a loyal clientele. Cultivate a unique identity for yourself! The options are endless. Some suggestions:

- Create a banner to clearly display your business name, location, and logo .
- Wear branded t-shirts or aprons that display your business logo.
- Wear nametags to build a personal bond with shoppers.
- Include pictures of your business in action. For farm vendors, provide a description of your farm including location, acres, history, crops, and growing methods. Try displaying this information on a poster that is visible from beyond the booth or have a flyer to distribute to customers.
- Learn the names of frequent shoppers.
- Take advantage of the opportunity to educate shoppers about how things are grown and/or processed.
- Most importantly, create an attractive, inviting and accessible booth. This includes a booth free of trip hazards, with signage that clearly displays prices and product varieties, straight tablecloths, smiling staff and beautiful products.

Achieve success by delivering excellent customer service. Turn on the charm! If you are not a "people person", send someone to market who is. Make sure on-site staff are knowledgeable about your products and your business. Keep in mind that continuity of salespeople builds relationships with repeat customers. Bring top quality products to get top prices. Again, most market shoppers seek out the farmer's market to find fresh, high-quality products. Invest your time wisely:

- Be prepared and allow enough time for travel, parking your vehicle, booth set-up, a bathroom break, and any other pre-market necessities.
- Be ready to sell at Market opening. The majority of your sales may occur within the market's first hour.
- Bring everything you need. Most market stalls are a 12' x 18' bare piece of asphalt. Think of your space as a blank canvas and you are the artist that can bring your space to life.
  Let your customers taste the difference! Sampling can increase sales up to 30%. Ask customers: "Have you ever tried this variety?" Keep a separate box with your sampling tools, e.g. toothpicks, serving platter, napkins. Be sure to follow safe sampling guidelines.
- Offer recipes, serving and storage suggestions. Find recipes that are simple and contain a few ingredients that can be found at your stand or other parts of the market.
- Take advantage of social media. More and more shoppers look for information via social media. Depending on your product, availability and interest, consider starting a Facebook, Twitter or Instagram account to share new products, events and other information related to your business.
- Start an email list. Let your loyal customers sign up for a mailing list so you can inform them about special opportunities, other markets, and locations they can find you or your product.

Appendix D

A Checklist for a Sane and Successful First Day

Careful planning for market is essential to your success. Be on time and ready to sell by the market opening. Make a checklist! Examples of items to include:

- On-site Market Coordinator's cell phone number. See staff contacts.
- Canopy (white is best) and 15 pounds of weight minimum for each leg of the canopy.
- Stall structure: tables, table covering, racks, shelves and other display infrastructure.
- Display containers for your product.
- Cash box and bank. Be prepared to make change for $20 bills. Find out the location of the nearest bank or other options for getting change throughout the day if needed. The Market staff does not provide change for vendors.
- Licensed scale (as appropriate for your products).
- Hand washing station items (see Appendix F-Handwashing System for details).
- Check out items: pencils, pens, calculator, sales record/receipt book, notepad, bags, boxes, flats.
- Trashcan, broom, dustpan.
- Signage - the more personal, the better. Consider using pictures!
- Large sign or banner hung at eye level or above with your farm or business name and location.
- Individual product names and prices alongside of the items—how the item is sold (by weight, piece, quantity). Highlight different varieties, heirlooms, product qualities (sweet, spicy, bitter), storage and usage tips, etc.
- Educational flair: handouts with recipes, how-to's, seasonality information, new items, product information.
- Information about your business, farm, CSA or other on-farm activities, promotional materials, business cards. Remember that many chefs, restaurant and business owners shop at farmer's markets.
- Miscellaneous display items such as back up sign making materials including chalk, paper, cardboard, markers, scissors, tape, pens, bags, price tags, pocket knife, duct tape.
- Personal comfort items: weather gear, gloves, hats, rainwear, water bottle, a rubber mat on which to stand, etc.
- Your customer service personality—a big smile is your best asset.

Appendix E

Setting Up a Handwashing Facility

If you will be preparing or serving food or handing out food samples at your booth, you are required to have a handwashing facility readily available for all employees handling food. The diagram below shows a simple system that can be set up using readily available items.

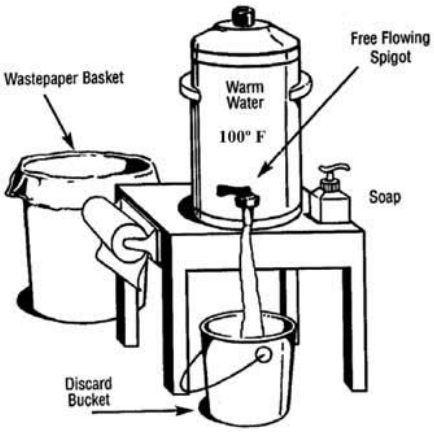
The dishwashing set up is included only if you plan to use reusable utensils, silverware, or dishware. A better system would be to use disposables which are one use only and do not need to be washed and sanitized on-site.

For complete information regarding handwashing and dishwashing requirements see 410 IAC 7-24.

HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with 100º F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

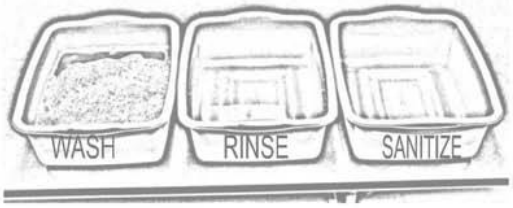
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine	Quaternary Ammonia	Iodine
*25-200 ppm**	*200 ppm**	*12.5-25 ppm**

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

Appendix F

SNAP Application

DOUBLEBUCKS NUTRITION INCENTIVE PROGRAM

This program not only allows SNAP participants to use their benefits at the market, but doubles the amount, giving them the opportunity to buy more and support local farmers. Participants swipe their SNAP card, and the benefits are exchanged for green "Market Bucks" coins and then they are given an equal amount of red "Bonus Bucks". These coins can be spent at the market on SNAP-eligible food and plant items.

Do you sell eligible items? If so, apply today to be a part of DoubleBucks!

Eligible Items

- ✓ Fruits and vegetables
- ✓ Meat, poultry, and fish
- ✓ Dairy products
- ✓ Breads and cereals
- ✓ Other foods such as snack foods and non-alcoholic beverages
- ✓ Seeds and plants, which produce food for the household to eat.

Items NOT eligible

- × Foods that are hot at the point of sale
- × Pet foods
- × Vitamins and supplements
- × Cleaning supplies/soaps
- × Cosmetics
- × Live animals

If you want to participate, fill out the vendor application and W-9. You will receive a "DoubleBucks coins accepted here" sign to display at your booth.

At the end of each month, turn in the tokens and a reimbursement form to the DoubleBucks booth. Reimbursement will be mailed to the vendor within two weeks. Vendors may arrange to pick up reimbursement during the week at CRH by contacting Julie Knight at 812-343-5177.

Vendors participating in the Double Bucks program are also reacquired to submit a completed W9 form. A fillable pdf can be filled out here: W9 Form

DoubleBucks Vendor Application

Vendor Name

Booth Name

SNAP eligible items sold:

Vendor Contact Info

Phone

E-mail

Address

Approved representative allowed to receive reimbursement payments

Name

Phone

Vendor Agreement, initial each item below

_____ I understand that wooden market tokens can only be used to purchase SNAP eligible items and any other use is unlawful.

_____ I understand that wooden market tokens cannot be exchanged or reimbursed for cash as this is illegal.

Contact Information

Contact Julie Knight (jknight@crh.org) 812-343-5177 with questions.

SNAP Eligible Items

- ✓ Fruits and vegetables
- ✓ Meat, poultry, and fish
- ✓ Dairy products
- ✓ Breads and cereals
- ✓ Other foods such as snack foods and non-alcoholic beverages
- ✓ Seeds and plants, which produce food for the household to eat.

Items that are NOT SNAP eligible

- × Foods that are hot at the point of sale
- × Pet foods
- × Vitamins and supplements
- × Cleaning supplies
- × Cosmetics
- × Live animals

Appendix G

Electrical Requirements

Electrical services are limited and vendors should speak with the Market Coordinator about availability. Electricity will be provided based on need and application date. You may bring your own battery power but generators are not permitted.

Fees for electrical service are $75. This flat electrical fee gives vendors access to a 20-amp circuit.

All electrical equipment must be described on your completed application form, including type of equipment and amperage of electrical equipment.

Electrical service is available close to 1st St.

Each vendor who has been authorized the use of electricity is responsible for providing their own electrical cords of sufficient size and length to run from the electric panel to their booth. Cords should be rated for outdoor use only.

The distance from the panel to each booth will vary but will range from 25' – 50'

Cords cannot be oversized, such as; homemade cords made from Romex or similar products.

If your electrical cord runs across an area normally walked across by customers or other vendors, you will be responsible for covering the cords so that they do not create an unsafe situation.

The Market will provide walk-across pads which span the distance across the walkway. If your cord contains a built-in fuse or you will be connecting two or more cords together, this fuse or joint area is not underneath the walk-across pads as they will not fit properly inside the pads.

Appendix H

Vendor Resources

Purdue Cooperative Extension - Bartholomew County
783 South Marr Road
Columbus, In. 47201
812-379-1665
www.extension.purdue.edu/bartholomew

Bartholomew County Department of Health
Matt Galbriath
440 Third St
Columbus, IN 47201
(812) 379-1550 Ext. 2

Bartholomew County Dept. of Weights and Measures

440 Third St.
Columbus, IN 47201
(812) 379-1507

Pet Treats and Food
Office of Indiana State Chemist
Bob Geiger – Feed Administrator Purdue University
175 S. University
West Lafayette, IN 47907
(765) 494-1492

Hoosier Farmers Market Association
Christina McDougall
www.hoosierfarmersmarkets.org
317-662-0354

Indiana Grown
www.indianagrown.org

Indiana Department of Health
317-234-8569

Indiana Board of Animal Health
317-544-2400

Indiana Farmers Market Community of Practice
infmcp.org

Produce Safety Alliance Growers
Christen Ferroli – cferroli@icdc.coop

Sales Tax (INTax)
Indiana Department of Revenue
4475 Ray Boll Blvd
Columbus, IN 47203
(812) 376-3049

Indiana State Egg Board
Purdue University Poultry Building
125 S. Russell St.
West Lafayette, IN 47907
(765) 494-8510

Home- Based Vendor/Health Food Safety
Indiana State Department of Health
Sharon Pattee
spattee@health.in.gov

Farmer's Market Nutrition Program
Indiana State Department of Health
Legita Wilson - Lwilson2@isdh.in.gov
Indiana WIC FMNP
2 N. Meridian St., Sec. 8E
Indianapolis, IN 46204
1(800) 522-0874

The Hoosier Mushroom Society
www.hoosiermushrooms.org

Appendix I

Bartholomew County Health Department

Bartholomew County Health Department
Environmental Health/Vital Records
440 Third Street, Suite 303
Columbus, IN 47201—6798
Phone (812) 379-1550 FAX (812) 379-1040

Dear Farmer's Market Temporary Food Service Vendor:

It is your responsibility to obtain a temporary license to serve or sell food at a farmer's market temporary event. You must submit the application, completed farmer's market questionnaire, and license fee for your temporary license 48 hours before the event begins. You are also responsible for obtaining a separate license for each location at the event. The Farmer's Market annual license is $50.00. A license will be issued at the time of the event.

All vendors must follow the listed for operating a temporary food establishment. Food must be obtained from a licensed food establishment or processor. No home-prepared foods are allowed. Only grilling, hot holding, assembly and serving of product may occur on-site. Any food processing such as slicing, grating, thawing, chopping, or mixing must occur at a licensed retail food establishment, in an approved event trailer or purchased already pre-made.

Please review the enclosed guidelines for operation at a temporary event and set-up accordingly. Lack of proper set-up can result in stand closure or other possible penalties. If you have further questions regarding temporary food service licensing, contact this department at (812) 379-1550 option two.

Bartholomew County Health Department
440 Third Street, Suite 303
Columbus, IN 47201-6798
Phone: 812-379-1550 option 2 FAX: 812-379-1040

Appendix I

TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION FOR LICENSE

Application and fee must be submitted to the department at least 48 hours prior to the intended date of operation.

APPLICANT INFORMATION

Date of Application _____Name of Applicant_____

City _____State _____Zip_____

Establishment Phone Number: _____Home phone: _____

Email _____

EVENT INFORMATION

Name of Event: _____ Date of Event _____

Address of Event: _____Number of Days of Operation: _____

Time food will be served from _____to _____

FACILITY INFORMAITON

Type of structure: Trailer Tent Inside Building

Type of power source Will plug into source Generator None Needed

Type of hand washing: Sink Thermos with spigot Urn Other_____

Water supply source: _____Wastewater disposal site: _____

FOOD PRODUCT INFORMATION (this area must be completed)

List of items that will be prepared at other locations and brought to the event: _____
_____

List of locations at which above listed foods will be prepared: _____
_____

FEE SCHEDULE

TEMPORARY EVENT		FARMER'S MARKET
For each day of operation	$ 10	Annual $50
Not to exceed 14 consecutive days	$140	

The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the conditions of operation and that the establishment will be operated and maintained in accordance with these conditions.

Applicant's Signature _____ Date _____

FARMER'S MARKET
TEMPORARY FOOD SERVICE ESTABLISHMENT QUESTIONNAIRE

NAME OF BUSINESS_____

DATE OF EVENT: _____PHONE NUMBER: _____

PERSON IN CHARGE OF TEMPORARY STAND:_____

This form must be completed and returned with the farmer's market temporary food establishment application for license. It is requested that application be submitted **seven** days prior to the event. A separate application must be filled out for each stand selling food.

LIST TYPE OF FOOD BEING SERVED: _____

_____

List expiration date and provide copies of license and permits issued by regulatory agencies, as required. _____

If selling meat, name processor and location of plant: _____

_____

Egg vendor license_____

Manufactured grade milk/milk processors permit _____

Indiana commercial feed license from the state chemist: _____

Only **healthy** workers are permitted to prepare and serve food. Anyone who shows symptoms of a disease-cramps, nausea, fever, vomiting, diarrhea, jaundice, etc or who have open sores or infected cuts on hands are **not allowed** in the food stand.

How will temperature control be provided during transportation of products?

_____

Hot foods brought to the event **must be** maintained at 135° F throughout the event. Cold food may be heated on grill or in microwave only. Reheating foods on steam table or in crockpots is not acceptable. A metal stem thermometer is required in all food stands with potentially hazardous foods. These foods must be held above 135° F or below 41° F.
How will you provide temperature control in the temporary stand?

_____

_____

If serving food, hand washing must be provided in the temporary stand or no more than ten feet from the stand. The minimum requirement for a hand washing station is a two-gallon thermal container holding warm water with a turn valve spigot, soap, paper towels, and a five -gallon discard container. (See Appendix F of the Columbus Farmer's Market Handbook..)

Food service vendors must have access to potable water from an approved source for the duration of the event. From what source will you be obtaining water? _____

_____

Where will waste water be disposed? _____

Where will garbage be disposed? _____

Where will grease be disposed? _____

If your stand is not set-up on concrete or asphalt, what type of flooring be provided?

_____

If serving food, all food must be protected from potential contamination by consumers and the environment.
How will your food be protected? (e.g. plastic wrap, sneeze shields, dome lids, etc?)

_____

All food utensils, dishwares, paper goods, and supplies must be stored six inches off the ground.

How will these items be stored during the event? _____

_____

If serving foods, are utensils and ware washing facilities provided on-site? _____

_____

If no, where will utensil/ware washing occur? _____

_____

RETURN TO THE BARTHOLOMEW COUNTY HEALTH DEPARTMENT ALONG WITH THE APPLICATION FOR TEMPORARY FOOD ESTABLISHEMENT LICENSE SEVEN DAYS PRIOR TO THE EVENT.

Appendix I

BARTHOLOMEW COUNTY HEALTH DEPARTMENT

TEMPORARY EVENT FOOD OPERATION REQUIREMENTS FOR EVENTS NOT TO EXCEED THREE DAYS

License will be issued after the completion of a satisfactory inspection. Vendors operation without a valid license will be closed. Events exceeding three days require a fully equipped mobile concession vehicle or unit.

PERSONAL HYGIENE

- Soap and paper towels must be provided at hand washing stations.
- All hand washing stations must be set up and accessible before food operation, and shall consist of a minimum of two gallon containers of warm water with a spigot, discard bucket, soap, and paper towels.
- Employees must wash hands at appropriate intervals and before applying disposable gloves (hand sanitizers and gloves are not a substitute for hand washing.)
- All food workers must wear hair restraints, caps, nets, or visors.
- Tobacco use and food consumption is not allowed in food preparation area.

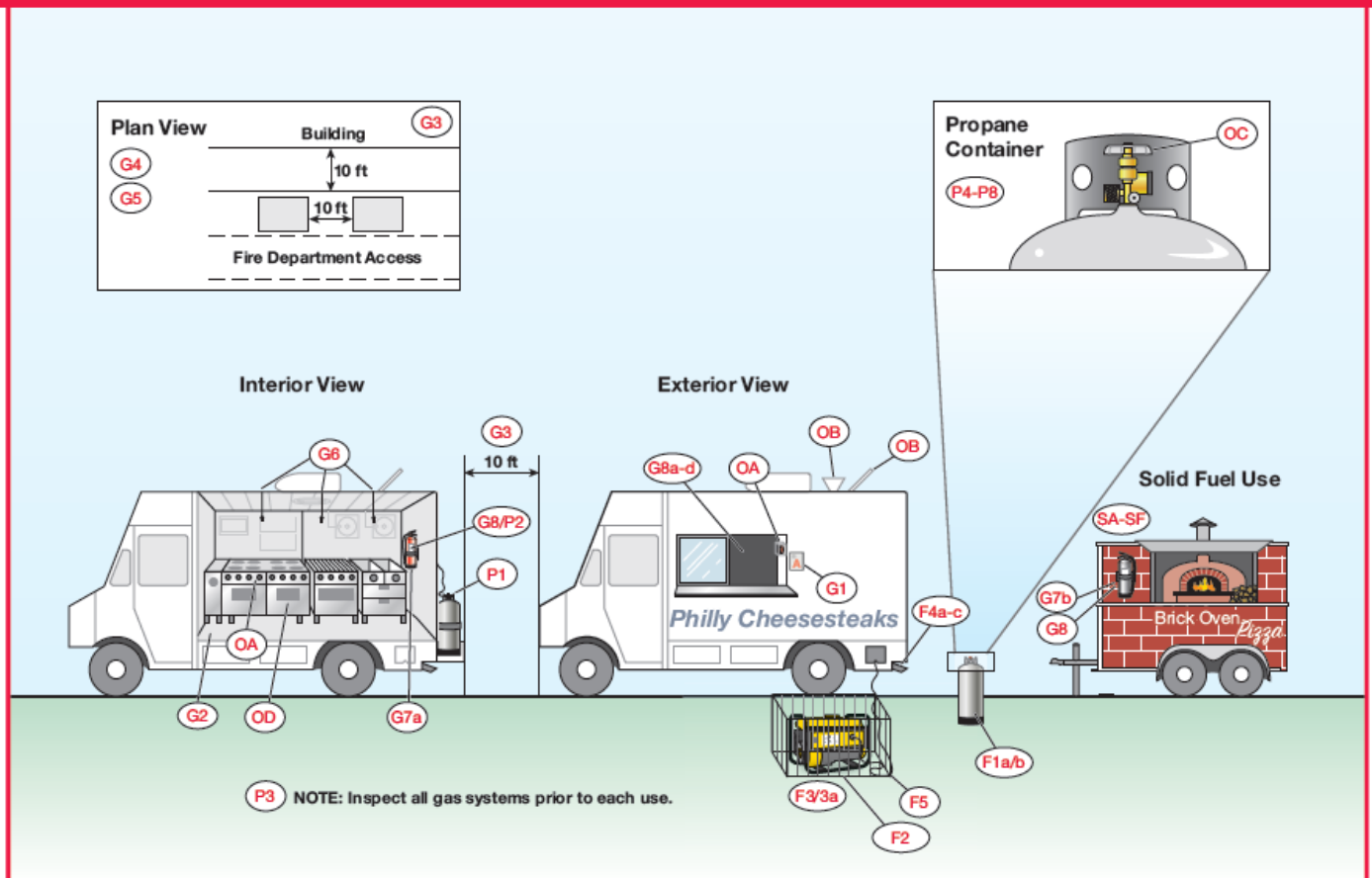
SANITIZING

- Buckets for sanitizing solution must be setup for wiping cloths.
- Sanitizer setup (2 tsp chlorine bleach to 1 gallon water) = 100 ppm or quat sanitizer as per manufacturer's instructions. Sanitizer is for sanitizing prep surfaces, counter equipment, utensils, and cutting boards between uses.
- Chemical test strips are required to monitor sanitizer concentrations.
- All food preparation utensils that are to be reused must be washed, rinsed, and sanitized prior to use.

FOOD HANDLING

- Vendors must have access to potable water from an approved source for the duration of the event.
- No on-site preparation of food is permitted.
- Only foods requiring limited preparation shall be served.
- Food and utensils must be stored a minimum of 6 inches off the ground.
- Frozen foods must be thawed before the event. Proper methods of thawing are: in a refrigeration unit, under cold running water, or in a microwave.
- Probe thermometers are required for temperature monitoring.
- All hot foods must be held at or above 135° F.
- All cold foods must be held cold at or below 41° F.
- Ensure food products are shielded or covered to protect from customer contamination.
- All ice used to chill food and prepackaged drinks shall not be used as ice for consumption.
- Each vendor attending outside events must have an overhead covering which covers all food service and storage areas., grill covers or lids for open flame grills and fryers.
- Grease, wastewater, and food waste must be disposed of according to all applicable laws.

FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1, Chapter 17 in NFPA 96, and Chapter 16 in NFPA 58.

General Safety Checklist

- ❑ Obtain license or permits from the local authorities. [**1**:1.13.8] **G1**
- ❑ Ensure there is no public seating within the mobile food truck. [**1**:50.8.3.2] **G2**
- ❑ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials or as prescribed by the AHJ. [**96**:17.2] **G3**
- ❑ Verify fire department vehicular access is provided for fire lanes and access roads. [**1**:18.2.4] **G4**
- ❑ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [**1**:13.1.4; **1**:13.1.5] **G5**
- ❑ Check that appliances that produce grease-laden vapors and that might be a source of grease in the hood, grease removal device, or duct are protected by fire-extinguishing equipment. [**96**:10.1.2] **G6**
- ❑ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [**96**:10.9] **G7a**
- ❑ Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [**96**:15.7.1] **G7b**
- ❑ Ensure that workers are trained in the following: [**96**:17.11]: **G8**
  - ❑ Proper use of portable fire extinguishers and extinguishing systems [**96**:17.11.1(1)] **G8a**
  - ❑ Proper method of shutting off fuel sources [**96**:17.11.1(2)] **G8b**
  - ❑ Proper procedure for notifying the local fire department [**96**:17.11.1(3)] **G8c**
  - ❑ Proper procedure for how to perform simple leak test on LP-Gas connections [**96**:17.11.1(5)] **G8d**

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FOOD TRUCK SAFETY *CONTINUED*

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [**1**:10.14.11.1 for carnivals only] F1a
- ❑ Ensure that refueling is conducted only during non-operating hours. [**96**:17.8.3] [**1**:10.14.11.2 for carnivals only] F1b
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [**96**:17.6.2.2] F2
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [**1**:10.15.4] F3
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. F3a
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: F4
  - ❑ At least 12 ft in all directions ffrom openings, air intakes, and means of egress [**96**:17.6.2.3(1)] F4a
  - ❑ Directed away from all buildings [**96**:17.6.2.3(2)] F4b
  - ❑ Directed away from any mobile or temporary cooking operations [**96**:17.6.2.3(3)] F4c
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®.[**96**:17.9.1] F5

Propane System Integrity Checklist

- ❑ The main shutoff valves on a container for liquid and vapor are either accessible without the use of tools, or other equipment is provided to shut off the container valve. [**58**:16.3.4] P1
- ❑ Ensure that during cooking operations at least one person is trained in emergency response procedures and knows how to shut off fuel sources, change out LP-Gas containers, and the properties of LP-Gas. [**58**:16.8.1] P2
- ❑ Visually inspect LP-Gas systems daily for damage and proper operation prior to each use. [**96**:17.8.2.3] P3
- ❑ Perform pressure testing on all new or modified piping systems. [**58**:16.6.10] P4
- ❑ Perform leak testing on cylinder connections with a noncorrosive leak-detecting fluid or other approved leak detection method each time a cylinder(s) is replaced. [**58**:16.11.5] P5
- ❑ Document leak testing and keep documentation in the mobile food facility. [**58**:16.11.3, 16.11.3.1] P6
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [**58**:16.6.8.1)] P7
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [**96**:17.8.2.2] P8

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) OA
- ❑ Operate cooking equipment only when exhaust systems are on. [**96**:12.1.1] OB
- ❑ Close LP-Gas container valves when system is not in use. [**58**:6.26.8.3] OC
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [**96**:12.4] OD

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [**96**:15.9.2.2] SA
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [**96**:15.9.2.2] SB
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [**96**:15.9.2.7] SC
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [**96**:15.9.2.4] SD
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [**96**:15.9.3.6.1, 15.9.3.6.2] SE
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [**96**:15.9.3.8.1] SF

Learn More

- Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- Read the latest news and updates at: nfpa.org/foodtrucksafety
- Review the following and other NFPA resources at: nfpa.org
  - NFPA 1, *Fire Code*, 2024 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2022 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2024 Edition
  - *LP-Gas Code Handbook*, 2024 Edition
  - NFPA 70®, *National Electrical Code®*, 2023 Edition
  - *National Electrical Code® Handbook*, 2023 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2024 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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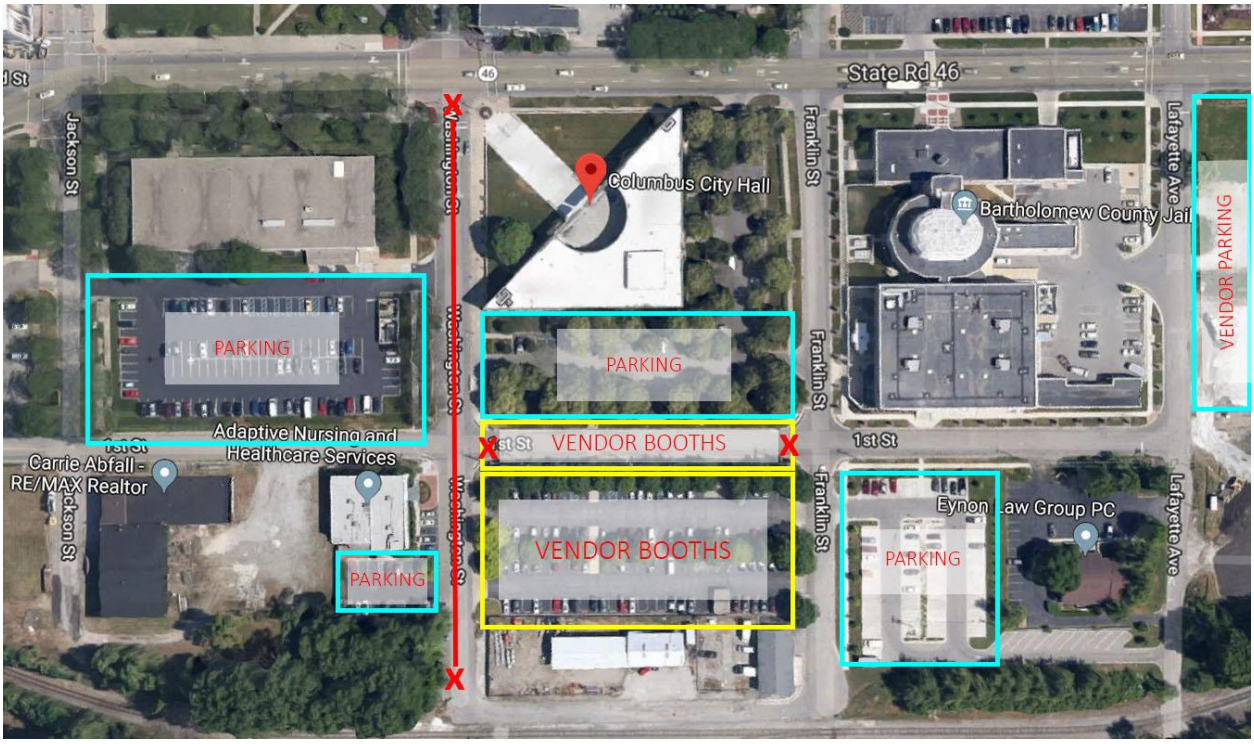
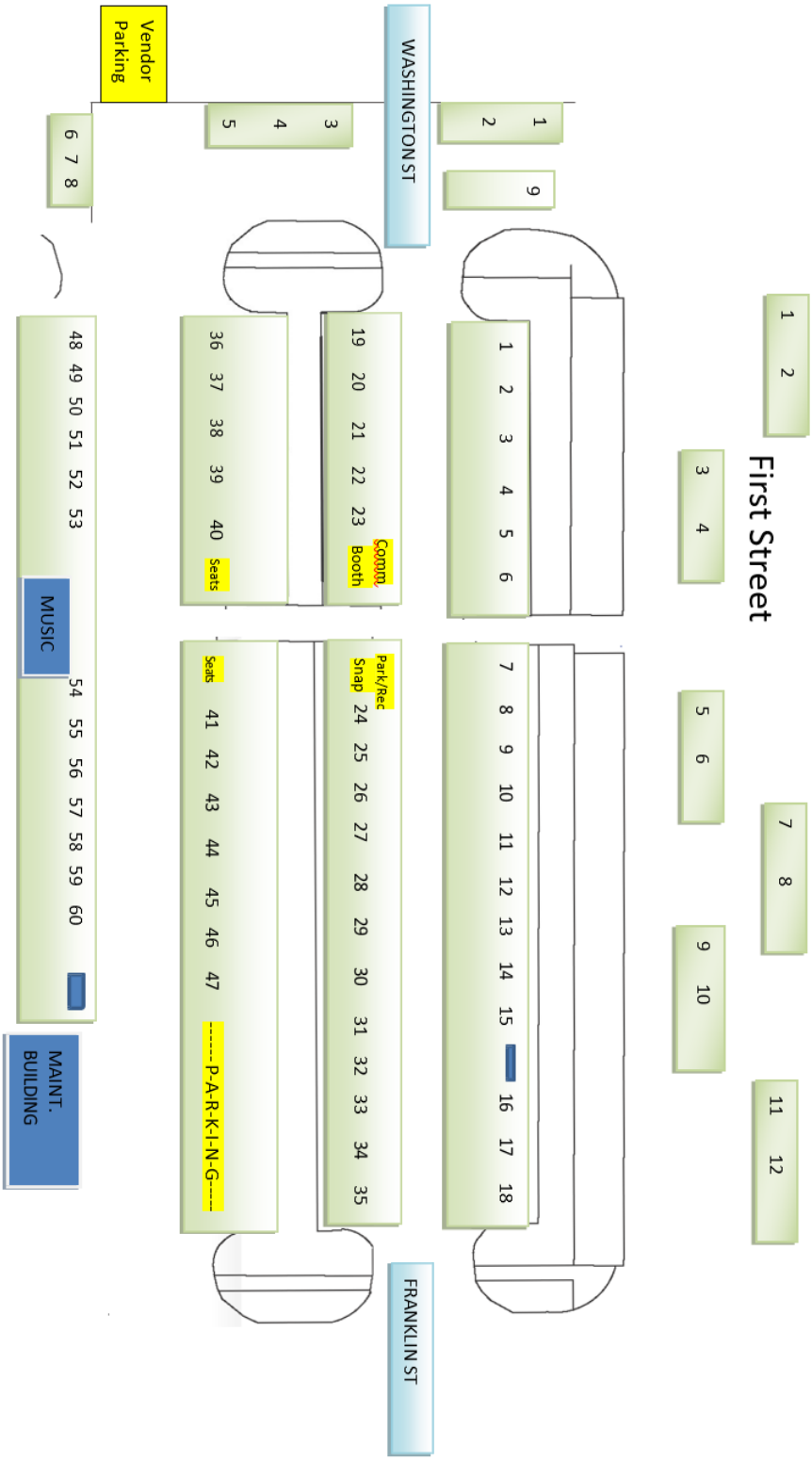
Appendix K

City Hall Lot Map



Appendix L

Market Area Map